HARPER'S STANDARD EDUCATIONAL SERIES

1 1

HARPER'S

NEW GRADED

COPY BOOKS

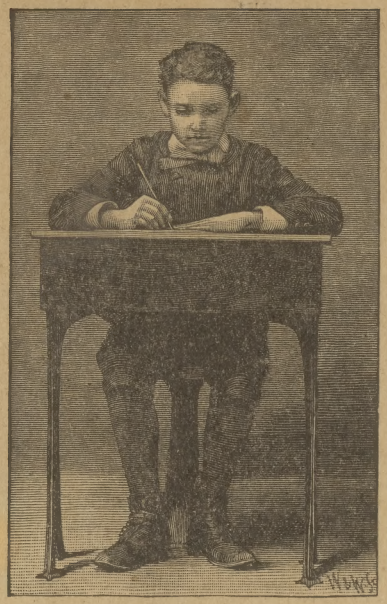
OF

PRACTICAL PENMANSHIP.

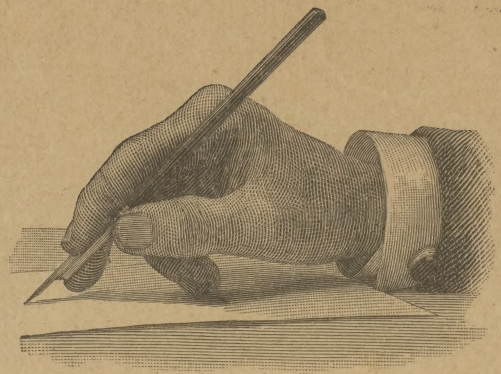
GRAMMAR COURSE.....8 Numbers ——— By H. W. SHAYLOR.

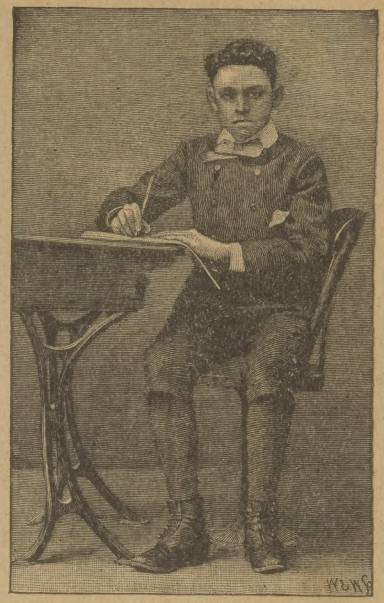
NEW YORK
HARPER & BROTHERS
1887

Name Hal Morse



FRONT.





SIDE.

POSITION.

Every time you sit down to write, try to take a good position. If possible, sit so that the strongest light may come from the left side. Two positions are here given, either of which is correct. In the front position the boy sits facing the desk, with his right arm up far enough to rest on the muscles just forward of the elbow. If you could see the ruled lines of the book you would observe the right arm is placed in a position to be perpendicular to, and forming a right angle with them, while the left arm is in a position about parallel to these lines. The left arm is placed far enough on the desk to hold the book in position, and also to serve as a partial support for the body. By observing this position it becomes very easy to secure the right slant to the letters. If the light is right we recommend this *front* position. The pen is held lightly between the first and second fingers and thumb, the second finger dropping enough to show part of the nail below the holder. The first finger is placed on the holder about one inch from the point of the pen. The thumb is placed opposite the first joint of the forefinger, and the pen-holder crosses his hand just forward of the knuckle-joint, or so that, if he had a ring on his forefinger, the holder would touch it. Now, if you look at the picture, you will notice the pen-holder points well up towards the shoulder, so that the right side of the hand does not rest on the paper. The third and fourth fingers bend under, in order that the back of the nails may touch the paper, which is the only rest for the *hand*. The *arm* rests just forward of the elbow, on the desk.

In the *side* position you will notice the whole arm is on the desk, and parallel to, and only three or four inches from, the front edge, but the side of the hand does not touch the desk. You will notice that here also the right arm is in a position perpendicular to the ruled lines on which the boy writes. Now look and see how the left hand is placed, then try and keep yours on your book in the same way. Place your feet flat on the floor, and be careful not to bend your back or neck too much. Your eyes ought to be from ten to twelve inches from the copy.

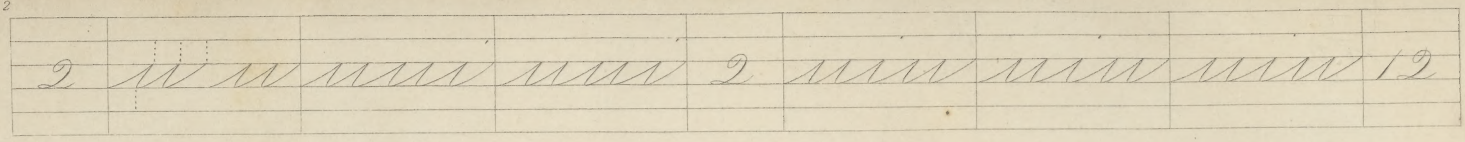
NOTE TO THE TEACHER.—It is the design of the author that the pupils should write half way across the page instead of by columns in all of the lower numbers. Whenever sentences are taken up they should be written as a whole—not in fragments. All the pupils in the class should be required to take the same position. When the light will admit we would advise the front position. Teachers will observe in some copies two styles of capital letters. Both are used in business, and are given to familiarize the pupil with them. Teachers can use their discretion as to the exclusive use of any one style.

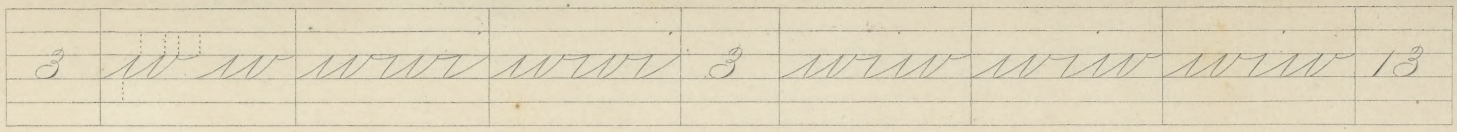
Entered, according to Act of Congress, in the year 1885, by H. W. SHAYLOR, in the Office of the Librarian of Congress, at Washington.

Copyright, 1887, by H. W. Shaylor.

Write on the dark blue lines

480





3 ww wwi wwi 3 wiw wiw wiw 13

3 ww wwi wwi 3 wiw wiw wiw 13

3 ww wwi wwi 3 wiw wiw wiw 13

3 ww wwi wwi 3 wiw wiw wiw 13

3 ww wwi wwi 3 wiw wiw wiw 13

3 ww wwi wwi 3 wiw wiw wiw 13

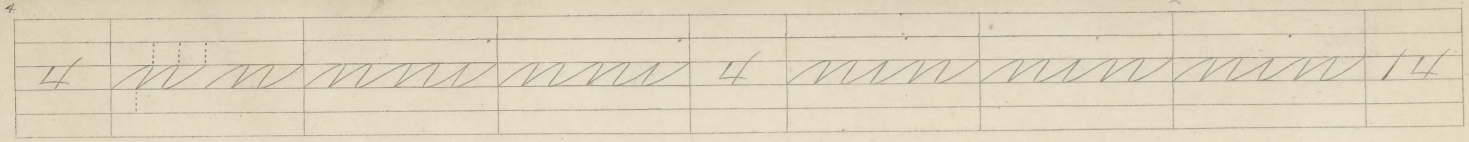
3 ww wwi wwi 3 wiw wiw wiw 13

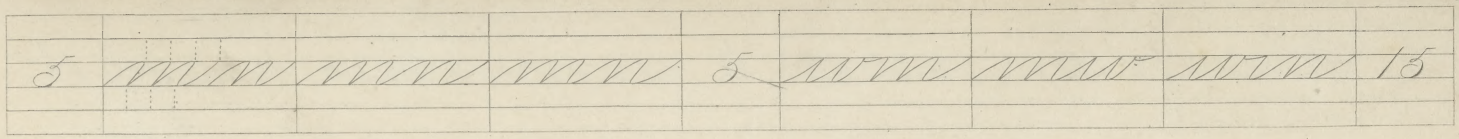
3 ww wwi wwi 3 wiw wiw wiw 13

3 ww wwi wwi 3 wiw wiw wiw 13

3 wiw wwi wwi 3 wiw wiw wiw 13

3 ww wwi wwi 3 wiw wiw wiw 13





5 15

5 15

5 15

5

5 15

5 15

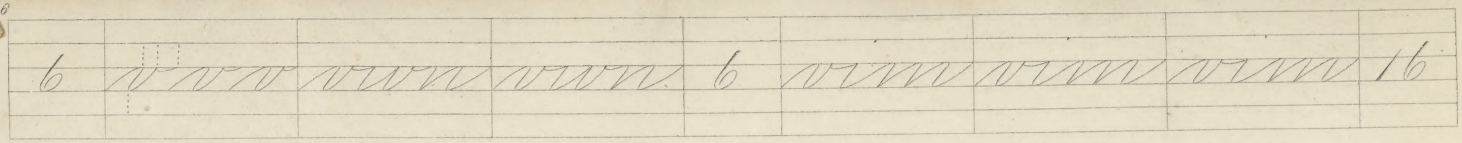
5 15

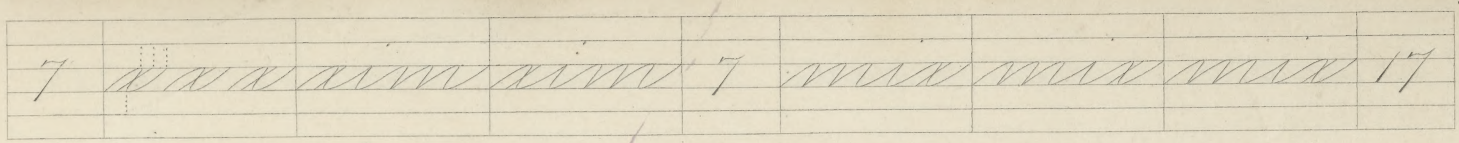
5 15

5 15

5 15

5 15





7 x xx xim xim 7 mix mix mix 17

7 x xx xim xim 7 mix mix mix 17

7 x xx xim xim 7 mix mix mix 17

7 x xx xim xim 7 mix mix mix 17

7 x xx xim xim 7 mix mix mix 17

7 x x x xim xim 7 mix mix mix 17

7 x x x xim xim 7 mix mix mix 17

7 x x x xim xim 7 mix mix mix 17

7 x x x xim xim 7 mix mix mix 17

7 x x x xim xim 7 mix mix mix 17

7 x x x xim xim 7 mix mix mix 17

8	o o o o	own	now	8	won	now	now	18

8	o o o	own	now	8	won	now	now	18
8	o o o	own	now	8	won	now	now	18
8	o o o	own	now	8	won	now	now	18
8	o o o	own	now	8	won	now	now	18
8	o o o	own	now	8	won	now	now	18
8	o o o	own	now	8	won	now	now	18
8	o o o	own	now	8	won	now	now	18
8	o o o	own	now	8	won	now	now	18
8	o o o	own	now	8	won	now	now	18
8	o o o	own	now	8	won	now	now	18
8	o o o	own	now	8	won	now	now	18
8	o o o	own	now	8	won	now	now	18

ꝯ a ai aiai aiai ꝯ aim aim nan 19

ꝯ a ai aiai aiai ꝯ aim aim nan 19

ꝯ a ai aiai aiai ꝯ aim aim nan 19

ꝯ a a aiai aiai ꝯ aim aim nan 19

ꝯ a a aiai aiai ꝯ aim aim nan 19

ꝯ a ai aiai aiai ꝯ aim aim nan 19

ꝯ a ai aiai aiai ꝯ aim aim nan 19

ꝯ a ai aiai aiai ꝯ aim aim nan 19

ꝯ a ai aiai aiai ꝯ aim aim nan 19

ꝯ a ai aiai aiai ꝯ aim aim nan 19

ꝯ a ai aiai aiai ꝯ aim aim nan 19

1½ eee new new $4 rein even oven 1¼

1½ eee new new $4 rein even oven

1½ eee new new $4 rein even oven

1½ eee new new $4 rein even oven

1½ eee new $4 rein even oven

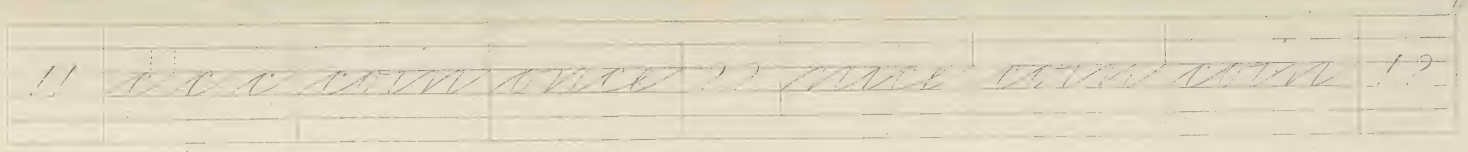
1½ eee new new rein even oven

1½ eee new new rein even oven

1½ eee new new rein even oven

1½ eee new new rein even oven

1½ eee new rein even oven



c c c coin once nice coin coin

c c c coin once nice coin coin

c c c coin once nice coin coin

c c c coin once nice coin coin

c c c coin once nice coin coin

c c c coin once nice coin coin

c c c coin once nice coin coin

c c c coin once nice coin coin

c c c coin once nice coin coin

c c c coin once nice coin coin

t t t

d s ss side sider d dies does dots d

fr fries sour fries fr fries nice fries fr

fr fries sour fries fr fries nice fries fr

fr fries sour fries fr fries nice fries fr

q q q

h this there heir h how hire here h

k sink sack stick k task kick sack k

k sink sack stick k task kick sack k

k sink sack stick k task kick sack k

k sink sack stick k task kick sack k

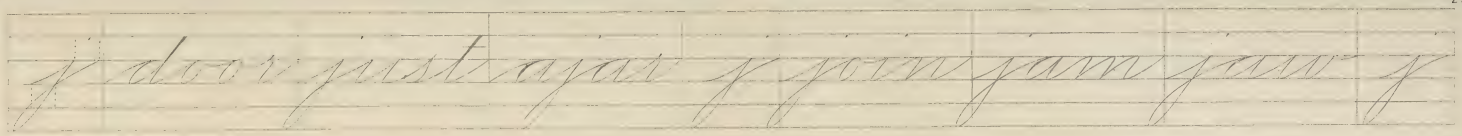
k sink sack stick k task kick sack k

k sink sack stick k task kick sack k

l slice mace cake l last salt shed

b bird blue bird b boat and oars b

f four fair trees f fives of a fist f

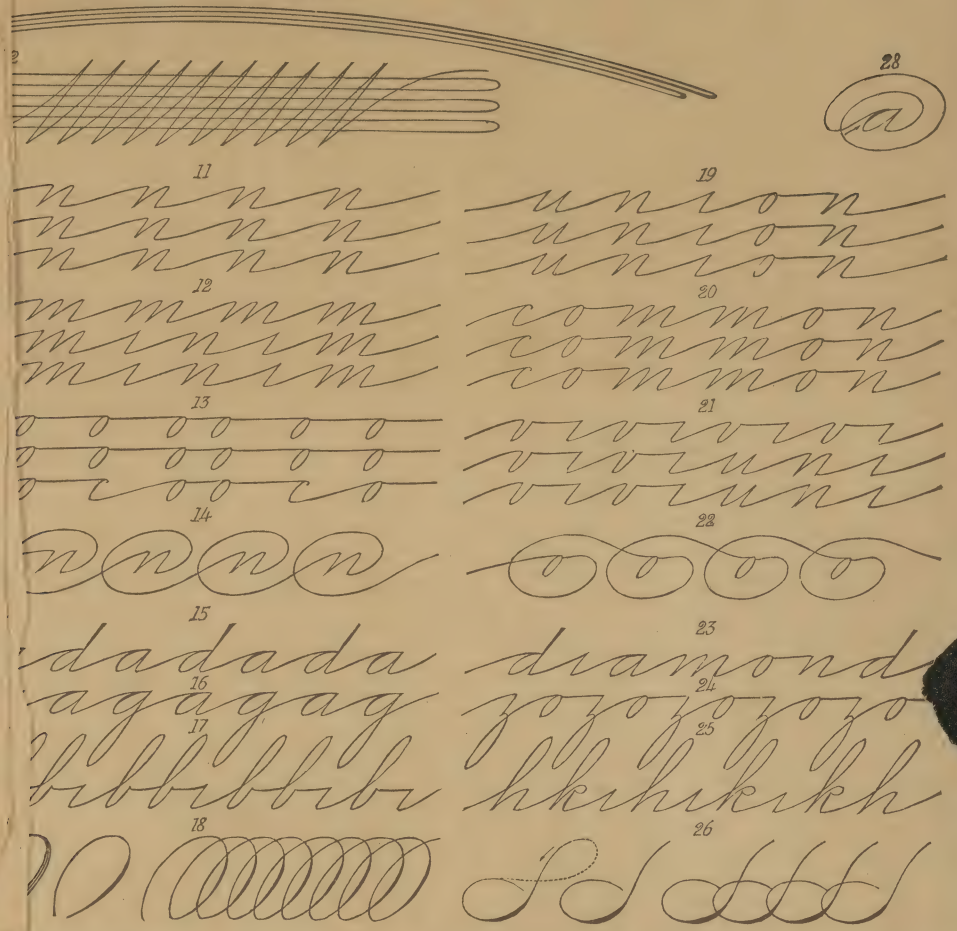


if every next year or your pay day or

g gruenag nag giaue af anuig

g how who sings g keeps singer singest g

Movement Exercises.

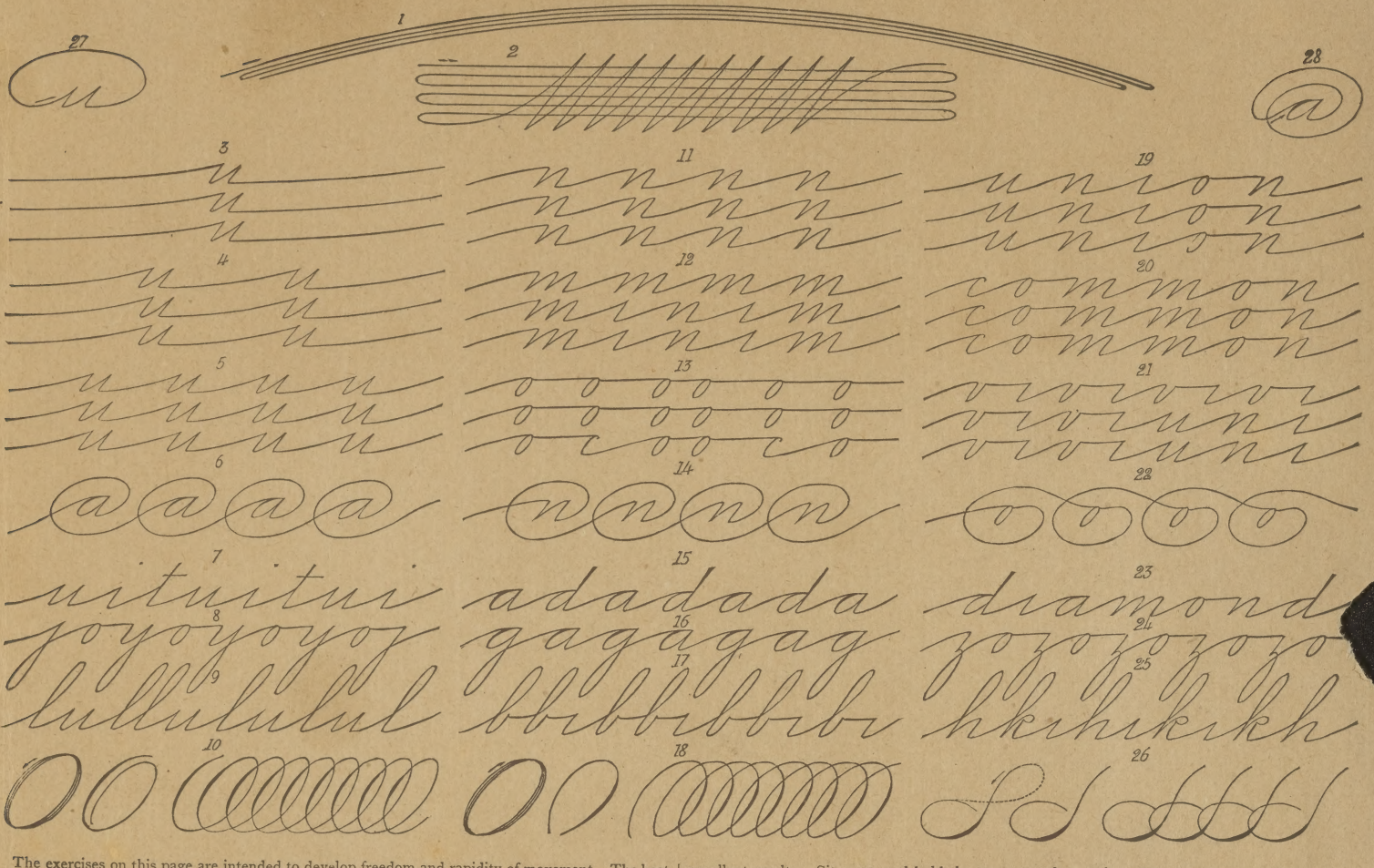


of movement. The best
ain paper with ink, preserv-
Such practice ought to be taken
for at least five minutes preceding each lesson in the book, and if faithfully continued will produce
excellent results. Sit erect, and hold the pen correctly. It is well for the class to drill in concert, keeping time to the count of the teacher. Exercise No. 1 would be counted *one, two; one, two,* or *right, left,* etc. No. 4 would be counted thus: *one, two, three, four, one; one, two, three, four, one,* etc. For Nos. 6, 14, 22, count *one, two, three, four, one, two; one, two, three, four, one, two,* etc.

D. C. 7th

1- Name the 4 chief States.
2- Give capitals.
3- What rivers on eastern N.Y.
4- " " " central R.I.
5- " " between Ver & Neb.
6- " " flows through central Va.
7- Describe N. Y. City.
8- What is the reason why so many
settlers
9- What and where is the District
of Columbia?
10- Name the eastern section of
the Southern States.

Harper's New Graded Copy Books.
Movement Exercises.



The exercises on this page are intended to develop freedom and rapidity of movement. The best plan to pursue is first to trace with a dry pen and follow with practice on plain paper with ink, preserving about the same size of letter and same distance between lines. Such practice ought to be taken for at least five minutes preceding each lesson in the book, and if faithfully continued will produce excellent results. Sit erect, and hold the pen correctly. It is well for the class to drill in concert, keeping time to the count of the teacher. Exercise No. 1 would be counted *one, two; one, two,* or *right, left,* etc. No. 4 would be counted thus: *one, two, three, four, one; one, two, three, four, one,* etc. For Nos. 6, 14, 22, count *one, two, three, four, one, two; one, two, three, four, one, two,* etc.

HARPER'S COPY-BOOKS.

This system of penmanship has been prepared by a competent and thoroughly practical penman, and embodies the results of twenty years' experience in schools and business colleges. It is confidently believed that these books contain features of practical value that will not be found in any other series. Experienced judges have pronounced it the simplest, best graded, and most practical series of Copy-Books ever presented to the public.

The Series comprise: I. A Tracing Course of Two Numbers; II. A Primary Course of Seven Numbers; III. A Grammar Course of Eight Numbers.

The grading of the Primary and Grammar Course is on the same plan; the difference is chiefly in the size of the books.

Tracing Book No. 1 contains all the small letters and figures. The copy is given at the top of the page in black ink; it is then repeated down the page in blue ink. The pupil, with pen or pencil, traces over these blue lines and so becomes familiar with the forms of letters. It is designed for beginners.

Tracing Book No. 2 is arranged in like manner. It contains all the capitals and small letters.

In Book No. 1 the small letters of the alphabet are arranged in order of their simplicity: first singly, then in combination with other letters, followed at once by an arrangement of short words and phrases. This book takes up all the small letters and figures. Copies in the two series are not the same.

Book No. 2 presents an advance, in a little longer words and in the introduction of capital letters. In this book, as well as in Book No. 1, all of the words are so arranged as to secure *correct spacing between the words written*—a feature contained in no other series of copy-books. As the legibility of writing depends largely on good spacing, the above feature must commend itself to all.

Book No. 3 furnishes longer words and sentences, and in the Grammar Course the "space marks" are so clearly indicated as to render accurate writing comparatively easy.

Books Nos. 4, 5, 6, and 7 advance one step in each book over the preceding numbers. In these books there are given for practice the names of about one hundred leading cities and towns in the United States, and about an equal number of common abbreviations. This is a feature found only in this series, and the advantage over that of writing the same number of isolated and often unmeaning words is apparent.

FIGURES, the practice of which is very essential, are also taken up so frequently and in such a variety of ways as to render them as familiar as the letters.

Book No. 7—Grammar Course—contains double-line copies; selections and quotations from the best authors of choice literature.

Book No. 8. This is a book of business forms. It furnishes what no other series has thus far given, viz., a form for a business letter properly arranged. Whenever attempted before, the address and heading, as well as the closing part of the letter and signature, have all been crowded into a space of four lines, thus defeating the very thing aimed at—that of providing a suitable form for imitation. In Book No. 8 a whole page is devoted to the letter, and as much space afforded for its reproduction by the pupil. Book No. 8 also furnishes a page of blank checks, drafts, notes, receipts, etc., to be filled by the pupil, as in actual business—another new but practical feature. A full-page Bill of Goods will also be found to furnish excellent practice.

In all the books of the series only plain, practical styles of letters have been furnished for imitation. It has been the design of the author to studiously avoid all flourished forms, or anything not compatible with the most practical and feasible plan to aid in securing a neat, plain, legible style of penmanship.

Entered, according to Act of Congress, in the Office of the Librarian of Congress, by H. W. SHAYLOR, 1885.

Harper's New Grade Copy Books
of Practical Penmanship
Book 1

1885
1887

owner?

4 colors
of writing inside

RARE?